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Monitor

Vol. X, No. 5

Bowling Green State University

August 4, 1986

CSC receives update, makes appointments

Meeting for the first time at Firelands College, the Classified Staff Council received an update on the status of the work of its House Bill 309 Committee and made appointments to various committees.

Entering its fourth year as a council and its first as an elected body, CSC members boarded a University bus July 23 to make the trip to the Huron campus. It was the first time many council members and some administrators who accompanied them had visited Firelands College.

Judy Hagemann, academic budgets and vice chair, said the 309 committee is working toward its goal of providing a means of attracting and retaining well-qualified personnel. The committee is responsible for restructuring the University's classified pay system.

She said employees will be sent and asked to update job descriptions for their positions. After that work is completed, the committee will obtain descriptions of similar positions in area businesses and industries and the market rates for those positions.

She said the committee has not reached a consensus yet on merit increases.

She also said the committee was disappointed that it was not receiving more feedback from employees. She said classified staff should feel free to contact the committee to share concerns.

A.I. Milliron, management support services, said the restructured pay schedule is expected to be implemented for the 1987-88 budget year, if the committee's work can be completed in time. Milliron, who serves as a facilitator

to the 309 committee, suggested that once the committee's work is done that it visit various work areas on campus to explain the new pay system.

"The work of the committee is complex," he said. "I've been impressed with the committee. I would be surprised if the University didn't adopt its recommendations and the employees didn't want it."

Also, the council made a number of committee appointments. Yet, openings remain on the council's election, scholarship and professional development committees.

Appointments to University standing committees included: Joyce Hyslop, equal opportunity compliance, and Lois Howe, strategic planning. Larry Holland was appointed to the Monitor Editorial Advisory Board.

Also, appointed to CSC standing committees were: Linda Canterbury, James Beaupre, Bruce Rutter and Janet Wilhelm, by-laws; Annette Rideout, C. David Mears and James Lein, elections; Annette Rideout, Mary Holley, Shirley Baker, Janet Wilhelm, Waltraud Vogel, Kerry Taylor, Sylvia Dill, Donna Beam, C. David Mears and James Lein, personnel/welfare; Tina Harrer, Joyce Hyslop, Jack Rhoden Jr. and Beverly Cope, special events; Anita Knauss and Lois Howe, scholarship; Gloria Sponsler and Judy Hagemann, finance, and Carol Hummel, Mary Holley and C. Jean Suelzer, professional development.

Former CSC chairs, David Maley, Christine Sexton and Sharon Stuart will serve as an advisory board to council.

In other matters, council:

- Was told Milliron will serve as the liaison between it and the five vice presidential areas.

- Decided not to hire a student part-time, but instead voted to have a second secretary. Waltraud Vogel was named to the position.

- Voted to allow Linda Eynon to finish out her first year as secretary even though she has moved to a new job, thus affecting the constituency she was elected to represent. Eynon was elected from student affairs but is now part of academic affairs. Next spring, the remaining two years of her unexpired term will be open for election. In the meantime, she will continue to represent student affairs.

- Learned that the 1986-87 pay schedule will be in the new employee handbook.

- Learned that the classified convocation will be Sept. 5.

- Set its next meeting for Aug. 19 in the Taft Room, University Union.

State rep to speak

Classified Staff Council is sponsoring a meeting with state representative Randy Gardner, Aug. 5, from 11 a.m. until noon, in 112 Life Science Building. He will speak on House Bill 706, PERS Early Retirement Buyout.

Any PERS member interested is invited to come.

Records Management expands service

For those offices tired of non-current records and materials piling up, help is on the way!

Thanks to Eric Honneffer, University records manager, and Ann Bowers, University archivist, a new and improved, centralized office for the systematic, confidential means of records storage and disposal is in its initial stages. Previously, most out-of-date office records and files had been stored in the University Archives.

Located in the basement of the Home Economics building, the Office of Records Management provides efficient transfer to, and secured storage of, non-current office records and files at the facility. Through computerization of the files, reference information about past records is more easily attainable. Also, the office has developed a system of records disposal that complies with state regulations. The

system includes a pre-determined schedule as to how long records should be retained before they are thrown away. This creates a balance of records coming in and going out, enabling storage for more offices. This disposal service is a fairly long process because state approval must be granted before many records can be legally thrown away, Honneffer said.

The first "official" batch of out-of-date records should be disposed of sometime this week, he said, adding that the disposal program will make more storage space available.

Honneffer's work on the project began last September and he is currently working with various offices in hopes of completing the retention schedules for all interested offices soon.

Any offices with out-of-date materials that should be stored can contact Honneffer at 372-2411.

Anniversary Fund near \$11 million

With a year remaining in the University's 75th Anniversary Fund campaign, more than \$10.7 million of the targeted \$12.5 million has been pledged or contributed to the University.

As of June 30, approximately \$5.5 million in cash contributions and \$1.2 million in gifts-in-kind (equipment, real estate, art objects, books, etc.) had been secured for the Fund. Supporters of the University have pledged an additional \$4 million, which is to be paid over an extended period of time, for the

advancement of various programs and departments.

The 75th Anniversary Fund will end officially on June 30, 1987. It was announced at the University's 75th Anniversary convocation on Nov. 10, 1985. At that time, President Paul J. Olscamp reported that \$5.5 million or 44 percent of the goal, had already been raised. All contributions to the University in the three-year period from July 1, 1984, through June 30, 1987, will count toward the Fund.

Monitor

Monitor is published weekly by the Office of Public Relations for faculty and staff of Bowling Green State University. The deadline to submit material for the next issue, Monday, Aug. 11, is 5 p.m. Tuesday, Aug. 5.

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"Commentaries" and other notices should be sent to:

Monitor

Office of Public Relations

806 Administration Bldg.

Bowling Green, Ohio 43403

Applications available

Faculty members who plan to apply for a faculty improvement leave for 1987-88 should submit an application by Wednesday, Oct. 1.

Application guidelines and procedures are contained in the Governance Document, B-II.2, pages 1-5. Applications must follow the format and procedures on B-II.2, page 3.

Questions may be directed to Norma Stickler, academic affairs (2-2915).

Faculty members wishing to participate in an exchange program should initiate arrangements through their chairs or directors. The application procedures are contained in section B-II.2, pages 5 and 6 of the Governance Document.

For information about the National Faculty Exchange, of which Bowling Green is a member, contact Joni Reed (2-8202).

Accounting text in second printing

A textbook written by Ronald Hartley, accounting and management information systems, has reached its second printing and has been adopted by universities of Kentucky, Arkansas and Missouri, among others.

Originally published in 1983, *Cost and Managerial Accounting* is aimed at junior and senior students studying the area of accounting that supports corporate decision-making. The text provides students with a means of making performance evaluations in a business or industrial setting.

The text is published by Allyn and Bacon, Inc. of Boston.

Dr. Hartley said he first wrote the 900-page book, which took five years to compile, because he saw a better way to approach the study of that particular area of accounting.

Past texts either didn't challenge students enough, in Dr. Hartley's view, or presented material poorly or not at all.

"I wanted a textbook with problems that forced students to be creative," he said. "I wanted it to be challenging."

Putting students in a position to come up with their own solutions prepares them better for real world accounting, said Dr. Hartley.

"Sometimes problems don't make it into a textbook, yet accountants are expected to solve them," he said. "Students won't be successful in a professional role if they are not creative."

Working hours to change

The Office of Personnel Support Services has issued a reminder that the four-and-one-half day summer work schedule will end Friday, Aug. 15.

Beginning Monday, Aug. 18, regular work hours will resume. In most cases, offices will be open 8 a.m.-noon, and 1-5 p.m., Monday through Friday.

New software has arrived

The official versions of Finder 5.3 and System 3.2 have arrived. They may be obtained at any Computer Services Micro Lab that has Macintoshes or by contacting Don Schumacher at 372-7724. These updates only are for 512 K Macintoshes and the Macintosh Plus. 128 K Macintoshes may only use Finder 4.1 and System 2.0.

For Sale

The College of Musical Arts has an IBM Copier II for sale. Contact the college for more information (372-2181).

The Philosophy Department has a 3M transparency/stencil maker for sale. Only 10 months old and like new. Call Pat Bressler for more information (372-2110).

Faculty/Staff Positions

The following faculty positions are available:

College of Arts and Sciences: Director of environmental studies. Contact Michael Marsden (2-2017). Deadline: Aug. 11.

English: Assistant (associate) professor. Contact Lester Barber (2-2576). Deadline: Nov. 1.

Journalism: Instructor. Contact James H. Bissland (2-2077). Deadline: Aug. 7.

Marketing: Associate/full professor and chair. Contact James S. West (2-8222). Deadline: Oct. 31.

Marketing: Assistant professor. Contact James West (2-8222). Deadline: Oct. 31.

The following administrative staff positions are available:

Affirmative Action: Coordinator, handicapped services and equal opportunity specialist. Contact Susan Caldwell (2-2558). Deadline: Aug. 29.

Computer Services: Junior systems programmer. Contact Steve Herber (2-2911). Deadline: Aug. 8.

Northwest Ohio Education Foundation: Secretary/bookkeeper. Contact Sally Blair (2-7035). Deadline: Aug. 14.

Student Health Center: Medical office assistant. Contact Susan Caldwell (2-2558). Deadline: Aug. 12.

The new edition of Dr. Hartley's text incorporates advances in computer technology with solving accounting problems.

Users of the text receive LOTUS software templates that are designed to solve certain kinds of problems. "The computer does the dirty work, but not the thinking," said Dr. Hartley.

"The template allows for experimentation," he said. "It doesn't tell you how to think or rethink a problem. It just says the answer is wrong, try again. Hopefully, this will promote creative use of the computer."

The author also rearranged the presentation of some material in the new edition, updated some problems while adding others and adopted suggestions from teachers who used the first edition. The new version also grew by five chapters to 25.

Many of the problems that appear in the book have been field tested on Dr. Hartley's Bowling Green students.

Dr. Hartley said his book is intended for teachers looking for an alternative to textbooks used in the past, which emphasized more reading than problem solving.

"There's just so much reading a student can do or pontificating a teacher can do," said Dr. Hartley. "Students really don't learn unless they get their hands dirty."

Support grant awarded

The University has been awarded a biomedical research support grant from the Public Health Service for 1986-87.

The award is intended to complement other biomedical research support and provide institutions the opportunity to exercise on-site judgments regarding specific directions and needs. Emphasis is on research activities not feasibly supported by other Public Health Service grant programs.

Examples of the most common uses of grant funds include: project support for pilot research, unforeseen requirements in existing research, support for central research facilities and modernization of on-going programs.

Guidelines and application forms have been distributed to all biomedical departments and also are available from the research services office, 120 McFall Center.

The deadline for receipt of applications is Sept. 15. Contact Barbara Peck (372-2481) for further information.

English courses offered

Two courses offered by the creative writing program this fall will be open to all students having graduate status.

English 561 offers the study of the rhythm, imagery and symbolism in the works of a number of contemporary poets. English 562 offers an examination of fiction techniques in the contemporary novel and short story.

Datebook

Monday, Aug. 4

Monday Musicians, University Activities Organization sponsored event, 11:15 a.m.-12:45 p.m., Union Oval. Rain site: The Commons. Free.

Tuesday, Aug. 5

"Something's Afoot," Huron Playhouse production, McCormick School Auditorium, Ohio St., Huron, Aug. 5-9, 8 p.m. For ticket information, call 433-4744.

"Stir Crazy," University Activities Organization sponsored film, 8:30 p.m., Eva Marie Saint Theater (Main Auditorium), University Hall. Cost is 50 cents.

Wednesday, Aug. 6

Sweet Wednesday, University Activities Organization sponsored event, free watermelon slices, noon, Union Oval. Rain date: Thursday, Aug. 7.

Thursday, Aug. 7

"Global Feminism," an illustrated lecture by feminist writer and organizer Charlotte Bunch, sponsored by the College of Arts and Sciences and the Women's Studies Program, 7:30 p.m., Alumni Room, University Union. Free and open to all.

Meeting, United Way Steering Committee, 3 p.m., Hooley Conference Room, Student Recreation Center.

No steam, no parking

There will be no University steam available in any building on Aug. 17, 18 and 19. This may affect air conditioning systems, hot water, cooking autoclaving or any laboratory use of steam. The steam will be back on on Wednesday, Aug. 20.

Also, no cars may be parked in lots E (central heating plant) or lot 4 (across the railroad tracks from central heating plant) on Aug. 18, 19, 20, 21 and 22. At this time, the smoke handling system will be repaired by a spray process.

Faculty and staff who normally park in lots E and 4 will find adequate parking in lots 3 and J during this time.

Classified Employment Opportunities

The following classified positions are available.

* Indicates that an internal candidate from the department is bidding and being considered for the position.

NEW VACANCIES

Posting Expiration Date for Employees to Apply: 11 a.m., Friday, Aug. 8, 1986

8-8-1 **Delivery Worker 1**
Pay Range 4
Food Operations
Academic year, part-time

8-8-2 **Food Service Manager 2**
Pay Range 28
Food Operations

8-8-3 **Food Service Manager 3**
Pay Range 30
Food Operations

8-8-4 **Food Service Worker**
Pay Range 1
Food Operations
Academic year, full-time

8-8-5 **Laundry Worker**
Pay Range 1
Laundry
Academic year, part-time

8-8-6 ***Secretary 1**
Pay Range 26
Accounting and MIS